Special Education 2008-09 Data Standards

Infinite Campus Student Information System

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Purpose

The purpose of the Special Education 2008-09 Data Standards document is to give Kentucky schools and districts a set of guidelines for entering data into the student information system. This document provides a series of screen shots and an explanation of the data elements required for state and federal reporting needs. Data standardization is important to ensure consistency in the data across schools in districts and across districts throughout the state.

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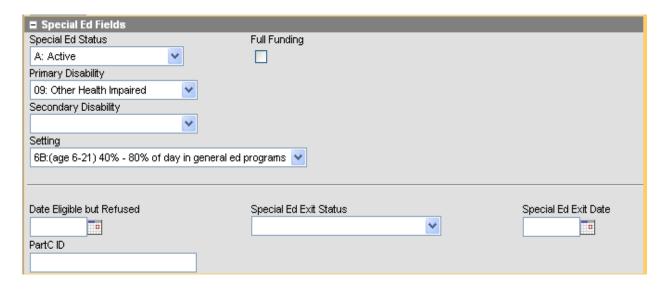Director of Special Education
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Student Information > General > Enrollment Tab > Special Education Fields

*The IDEA December 1 Child Count pulls Special Ed Status, Primary Disability and Setting from the student's IEP Enrollment Status Editor.

To be included on the child count report, data for the child MUST be populated on the IEP Enrollment Status editor as well, as shown on page 5 of this document.

If a student is determined Not Eligible, the information MUST be populated on the Enrollment tab only (as shown above).

*Special Ed Status: From the drop list, select the option that defines the student's status within the special education process at a specific school location and assists in the determination as to whether this student will be included in the school's December 1st Child Count.

Note: Reference code file table on page 6 below.

*Primary Disability: From the drop list, select the appropriate category of disability for student.

Note: Reference code file table on page 6 below.

Full Funding: Check this box if according to a student's IEP, the local board has approved a shortened school day and appropriate documentation has been forwarded to DECS, the school is eligible for full funding for this student. This selection is required to determine the adjustment to be made to SAAR (Superintendent's Annual Attendance Report).

Note: This student MUST also be placed in the Partial Day Attendance Group (contact your school attendance clerk).

*Setting: From the drop list, select the appropriate LRE description. LRE settings are based upon student's age as of December 1st.

Note: Reference code file table on page 7 below.

Date Eligible but Refused: Enter the month, day and year, if applicable, to indicate a parent(s) has declined special education services

Special Ed Exit Status: From the drop list, select the reason the student is no longer receiving Special Education and Related Services

Code	Description
01	Transfer to Regular Education
02	Graduated with a Diploma
03	Certificate of Attainment
04	Maximum Age

Code	Description
05	Deceased
06	Moved, Known to Continue
07	Dropped Out

Note: Please verify that the special education exit status corresponds with the appropriate withdrawal code, if applicable.

Special Ed Exit Date: Enter month, day and year in which the student was released from special education services
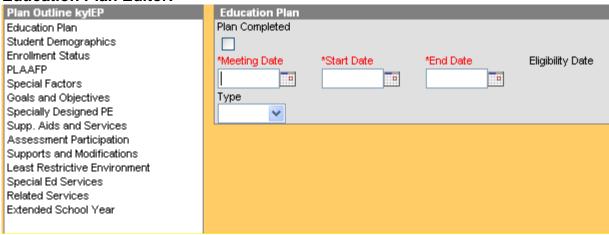
Part C ID: This is the Student Identification number assigned to infants and toddlers who have been identified and receiving services under the state's Part C, Program known as First Steps. Part C refers to the part of the Individuals with Disabilities Education Act that provides for services to Infants and Toddlers with disabilities ages birth through two (until their third birthday). Schools and districts must track and report if these children have been referred for services under Part B and if so when Part B eligibility status is determined, and if eligible when services began. The Part C ID number is currently provided to either the District's Preschool Coordinator or Director of Special Education four times during the school year. This information is made possible through a Memorandum of Understanding between the Kentucky Department of Education and the Cabinet for Health and Family Services, which administers the Part C program in Kentucky.

Student Information > Special Education > Documents Tab

Create New Form: from the drop list, select the appropriate KY IEP plan
- KY IEP <14 - this plan is used if student is less than 14 years of age
- KY IEP 14 - this plan is used:
  - in the child's 8th grade year; or
  - when the child has reached the age of 14 years; or
  - earlier if determined appropriate by the ARC
- KY IEP 16+ - this plan is used by the child's 16th birthday and beyond
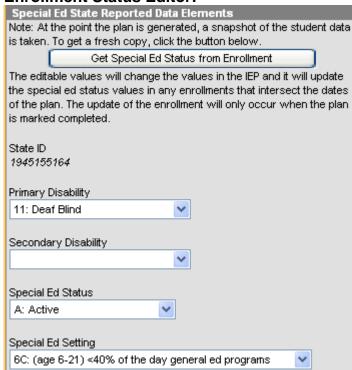
Education Plan Editor:

Meeting Date: Enter the date the Admissions and Release Committee met to develop the current IEP

Start Date: Enter the date in which the IEP begins and services begin.

End Date: Enter the date in which the IEP is due to be reviewed. This field will be auto populated, one year minus a day from the Meeting Date entered.

Type: From the drop list, select 'Initial' or 'Annual'

Enrollment Status Editor:

*Primary Disability: From the drop list, select the appropriate category of disability for student

Code	Disability
01	Mild Mental Disability
02	Functional Mental Disability
04	Hearing Impaired
05	Speech Language
06	Visually Impaired
07	Emotional Behavior Disability
08	Orthopedically Impaired

Code	Disability
09	Other Health Impaired
10	Specific Learning Disability
11	Deaf Blind
12	Multiple Disabilities
13	Autism
14	Traumatic Brain Injury
15	Developmentally Delayed

*Special Ed Status: From the drop list, select the option that defines the student's status within the special education process at a specific school location and assists in the determination as to whether this student will be included in the school's December 1st Child Count.
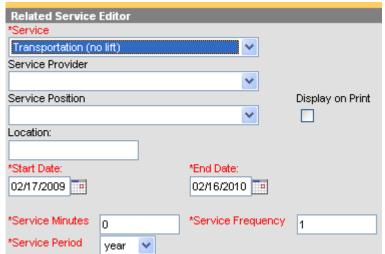
Code	Title	Description
A	Active	Student is actively enrolled in special education
AR	Active/Referred	Student is already enrolled in special education and is being referred for another reason (e.g., student currently identified as Speech or Language Impaired and in the reevaluation process for another categorical disability area).
ER	Eligible – Parent Refused	Student eligible for special education services; however, parent refused services.
I	Inactive	Student no longer receives special education services (e.g., withdrawal, graduation, dropped out, exiting from Special Education services).
N	Not Eligible	Student was tested and determined not eligible to receive services
PR	Pre-Referral	Optional status designation to be used when school desires to track non-special education student in the intervention process
Z	Referred	Non-special education student is being referred for testing.

*Setting: From the drop list, select the appropriate LRE description. LRE settings are based upon student's age as of December 1st.

Ages 3-5	
Code	**Description**
3A	80% or more of the day in general ed programs
3B	40%-80% of the day in general ed programs
3C	<40% of the day in general ed programs
3F	Residential facility
3P	Service Provider Location
3S	Separate Class
3U	Separate School
3X	Home

Ages 6-21	
Code	**Description**
6A	80% or more of the day in general ed programs
6B	40%-80% of the day in general ed programs
6C	<40% of the day in general ed programs
6F	Residential facility
6H	Homebound/Hospital
6I	Correctional facilities
6J	Parentally Placed in Private School
6U	Separate School

Related Services Editor:

Student must have Transportation as a related service on current IEP, if student's Transportation Code is indicated as T5-Special Transported.

Assessment Participation Editor:

Plan Outline kyIEP	Modifications of Assessments
Education Plan	**Individual Modifications in the Administration of Assessments and in the Classroom**
Student Demographics	
Enrollment Status	In order to justify appropriateness of accommodations for any state mandated tests, the testing accommodations must be used consistently as part of routine instruction and classroom assessment as well as meet all additional requirements established by the **Inclusion of Special Populations in the State-Required Assessment and Accountability Programs, 703 KAR 5:070** document.
PLAAFP	
Special Factors	
Goals and Objectives	
Specially Designed PE	
Supp. Aids and Services	
Assessment Participation	☐ Readers ☐ Scribes
Supports and Modifications	☐ Paraphrasing
Least Restrictive Environment	☐ Reinforcement and behavior modification strategies
Special Ed Services	☐ Prompting/cueing ☐ Use of Technology
Related Services	☐ Manipulatives ☐ Braille
Extended School Year	☐ Interpreters ☐ Extended time
	☐ Other:
	☐ Student has been determined eligible for participation in the AlternateAssessment System. The reasons for this decision are documented on the Alternate Assessment System Eligibility Determination form.

Student has been determined eligible for participation in the Alternate Assessment System: Select checkbox to indicate the ARC determined the student would be taking the alternate portfolio assessment

NOTE: Some districts may have already manually created a Kentucky Evaluation and Eligibility Plan and populated the data elements needed, if so, district does not need to recreate.

Special Education|Documents Tab
Create New Form: Choose from the dropdown the KY ESR

Evaluation Date: Enter month, day and year the integrated written report was completed, as signed and dated by the evaluator, OR the last date of an evaluation completed after the report was prepared that was used by the ARC in the decision making process.

Evaluation Type: From the drop list, select type of evaluation
>   **Initial:** Select this type if this is the first evaluation used to determine eligibility
>>   *Example: Evaluations following initial referral for special education*
>   **Re-evaluation – Additional Information Needed:** Select this type if some additional information was needed
>>   *Example: An MMD child for which an additional intellectual assessment is needed*
>   **Re-evaluation – No additional Info Needed:** Select this type only when existing data was used to support continued eligibility and a re-evaluation is not warranted to determine education or related needs.
>>   *Example: A high school student who has had multiple assessments and longitudinal data supports continuing eligibility.*
>   **Re-evaluation – Complete:** Select this type when a comprehensive evaluation was used to determine continued eligibility or identification of additional disability.
>>   *Example: Speech/Language child being further evaluated for a potential identification under a separate disability category, such as, SLD*

Eligibility Determination Date: Enter month, day and year of the last date that eligibility for services was determined by the ARC. This date changes at least every three years.

Note: If the ARC determined that the student was NOT eligible for services, make sure the status selected is 'Not eligible'.

Consent Date: The most recent date the parent or legal guardian gave consent to evaluate the child, typically determined by the date the consent form was signed.

State/Federal Reports

✓ IDEA December 1st Child Count
   Due to KDE December 15th

Data Element	Data Path
District Number	System Administration>Resources>District Information>State District Number
School Number	System Administration>Resources>School>School Editor>School Detail>Location Number
SSID	Census>People>Person Identifiers>State ID
Last Name	Census>People>Person Information>Last Name
First Name	Census>People>Person Information>First Name
Date of Birth	Census>People>Person Information>Birth Date
Primary Disability	Student Information>General>Enrollment Tab>Special Education Section>Primary Disability
Gender	Census>People>Person Information>Gender
Race/Ethnicity	Census>People>Person Information>Race
English Proficiency	Student Information>General>LEP Tab>English Proficiency
Placement (LRE/FAPE)	Student Information>General>Enrollment Tab>Special Education Section>Setting
Age (as of December 1st)	Census>People>Person Information>Birth Date
IEP Begin Date	Student Information>Special Education>Documents Tab>KY IEP Plan>Education Plan Editor>IEP Begin Date
IEP End Date	Student Information>Special Education>Documents Tab>KY IEP Plan>Education Plan Editor>IEP End Date
Re-evaluation due date	Student Information>Special Education>Documents Tab>KY ESR>Evaluation Header>Eligibility Determination Date

✓ Special Education Exit Report
Due to KDE July 31st

Data Element	Data Path
District Number	System Administration>Resources>District Information>State District Number
School Number	System Administration>Resources>School>School Editor>School Detail>Location Number
SSID	Census>People>Person Identifiers>State ID
Last Name	Census>People>Person Information>Last Name
First Name	Census>People>Person Information>First Name
Date of Birth	Census>People>Person Information>Birth Date
Primary Disability	Student Information>General>Enrollment Tab>Special Education Section>Primary Disability
Gender	Census>People>Person Information>Gender
Race/Ethnicity	Census>People>Person Information>Race
English Proficiency	Student Information>General>LEP Tab>English Proficiency
Special Education Exit Status	Student Information>General>Enrollment Tab>Special Education Section>Special Ed Exit Status
Age (as of December 1st)	Census>People>Person Information>Birth Date